



TOWN OF NATICK PERMIT TO DO RESIDENTIAL NEW CONSTRUCTION

PROCEDURES AND CHECKLIST

*ALL APPLICATIONS MUST BE FILLED OUT COMPLETELY AND CLEARLY BEFORE
SUBMITTING TO THE BUILDING DEPARTMENT*

APPLICATION




To Be Filled Out Completely- Sections A through K in their entirety.

Section A: Include Address, Zoning District, Map & Lot numbers, and Setbacks

Section C: Break down the total cost of improvement into construction, plumbing, and electrical. If not, you will be charged twice for the same work!

Section E: A Dig Safe number is required if ANY digging is proposed. Call 1-888-DIG-SAFE. Type of work being done: single family dwelling, two-car garage, etc.

Section H:

-  Application must be signed off by the Department of Public Works if permit is for an addition, deck, porch, garage, or pool.
-  Application must be signed off by the Board of Health if the property has a septic system or the permit is for an addition.
-  Application must be signed off by the Tax Collector's Office.

Section K: Property owner's name, address, phone, and signature, Contractor's name, address, phone, and signature, Contractor's license numbers (valid State of Massachusetts Construction Supervisor), Architect and/or Engineer address, phone, and signature.

If something is not applicable to your project, write "N/A" next to it.

CERTIFICATE OF INSURANCE must be attached to application. Proof of Compensation and Liability must be presented. The Certificate must list Town of Natick as the Certificate Holder and indicate job address.

CERTIFIED PLOT PLANS required for all new construction. Proposed work must be drawn to scale- no reduced or enlarged plans. If unable to obtain a plot plan, have the property surveyed. A certified plot plan is a layout of the property and structures, and is stamped and sealed by a professional surveyor. Proposed construction must be drawn on the plot plan to scale with the correct setbacks indicated.

ENERGY COMPLIANCE REPORT must be submitted with application for additions (forms available in the Community Development Department).

SUBMITTAL REQUIREMENTS

Additions



Two sets of plans must be submitted



Plans and elevations- all floors and front, sides, and rear views



Framing plans- include all lumber sizes, spacing on center, sheathing sizes, foundation, footing sizes & depth, insulation, ventilation of roof, window sizes (if egress), roof covering, etc.

FEE: Cash or check only, payable to the Town of Natick, due upon issuance of Building Permit. \$15.00 per thousand (rounded up). Fee is based upon cost of improvement (does not include electrical or plumbing costs). Section C of Application must be completed.

CHECKLIST FOR NEW CONSTRUCTION PERMITS

This Form Must Be Attached To Your Application

- ☐ APPLICATION
 - ☐ Signed by Board of Health
 - ☐ Signed by Department of Public Works
 - ☐ Signed by Tax Collector's Office
 - ☐ Property owner's name, signature, address & phone number
 - ☐ Contractor's name, signature, address, phone number, license numbers & copy of licenses
 - ☐ Architects or Engineer's name, signature, address & phone number (if required)
- ☐ PLANS
 - ☐ Two sets of Plans (plans must be stamped by the Fire Department)
 - ☐ Certified Plot Plan
 - ☐ Energy Compliance Report
 - ☐ Certificate of Insurance
- ☐ FEE
 - ☐ Check payable to Town of Natick at issuance of Building Permit

**ENERGY CONSERVATION APPLICATION FOR
LOW-RISE RESIDENTIAL NEW CONSTRUCTION AND ADDITIONS
780 CMR Appendix J (effective 3/1/98)**

Applicant Name: _____ Site Address: _____
Applicant Address: _____ City/Town: _____

Use Group: _____

Date of Application: _____
Applicant Phone: _____ Applicant Signature: _____

Compliance Path (check one):

☐ **Prescriptive Package (Limited to 1- or 2- family wood frame building heated with fossil fuels only)**

Package (A through KK from table J5.2.1b): _____ Heating Degree Days (HDD₆₅) from Table J5.2.1a: _____

(For items d. through i., fill in all values that apply from Table J5.2.1b)

| | |
|------------------------------------|-----------------------------------|
| a. Gross Wall Area _____ sq. ft. | f. Wall R-value <u>R-</u> _____ |
| b. Glazing Area _____ sq. ft. | g. Floor R-value <u>R-</u> _____ |
| c. Glazing % (100xb/a) _____ % | h. Basement wall <u>R-</u> _____ |
| d. Glazing U-value <u>U-</u> _____ | i. Slab Perimeter <u>R-</u> _____ |
| e. Ceiling R-value <u>R-</u> _____ | j. Heating AFUE _____ |

☐ **Component Performance: "Manual Trade-Off" (Limited to wood or metal framed buildings only)**

Climate Zone (from Figure J6.2.2) ☐ Zone 12 ☐ Zone 13 ☐ Zone 14

Attach *Trade-Off Worksheet* from Appendix J, {and *HVAC Trade-Off Worksheet*, if applicable}

☐ **MAScheck Software**

Attach *Compliance Report* and *Inspection Checklist* printouts

☐ **Systems Analysis** OR ☐ **Renewable Energy Sources**

Attach Mass Registered Architect or Engineer Analysis

ALTERNATIVE FOR ADDITIONS ONLY:

a. Gross Wall + Ceiling Area _____ sq. ft. b. Glazing Area¹ _____ sq. ft. c. Glazing % (100xb/a) _____ %

☐ **ADDITION with Glazing % (c.) up to 40% may use 780 CMR Table J1.1.2.3.1 below:**

| MAXIMUM U-value | Minimum R-Values | | | | |
|-----------------|------------------|------|-------|---------------|-----------------------|
| Fenestration | Ceiling | Wall | Floor | Basement Wall | Slab Perimeter, Depth |
| 0.39 | R-37 | R-13 | R-19 | R-10 | R-10, 4ft |

☐ **"SUNROOM" addition (greater than 40% glazing-to-wall and ceiling gross area)**

Attach *Consumer Information Form* from 780 CMR Appendix B.

Official's Name: _____ Official's Signature: _____

Application Approved ☐ Denied ☐ Date of Approval/Denial: _____
Reason(s) for Denial: (provide additional details as needed on back side)



TOWN OF NATICK
OFFICE OF THE INSPECTOR OF BUILDINGS
13 East Central Street
Natick, MA 01760
(508) 647-6450 Fax (508) 647-6444



**AFFIDAVIT FOR ESTIMATED
COST OF CONSTRUCTION**

In accordance with the provisions of the Massachusetts State Building Code, Chapter I, Section 114.1, 114.2 and 114.3, the total estimated cost of the construction including all related construction costs* of the building located at _____
Amounts to \$_____.

I, _____, being the person referred to as the owner identified below, do solemnly swear that the statements made herein are strictly true and correct and made in good faith.

*Related construction costs include all work done with or concurrently with the work contemplated by the building permit including Demolition, H.V.A.C., Plumbing, Electrical, Fire Protection, Painting, Carpeting, Landscaping and Site Improvements. Furnishing and portable equipment are not part of the total construction costs, however a separate fixturing permit must be obtained prior to commencement of such work.

Signature of Owner or Representative

Commonwealth of Massachusetts

_____ S. S. _____ 20____
Then personally appeared the above named _____
and made oath that above statement is true.

Before Me,

Notary Public
My Commission Expires:_____



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13 East Central Street
Natick, MA 01760
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**AFFIDAVIT FOR FINAL
COST OF CONSTRUCTION**

In accordance with the provisions of the Massachusetts State Building Code, Chapter I, Section 114.1, 114.2 and 114.3, the total estimated cost of the construction including all related construction costs* of the building located at _____
Amounts to \$_____.

I, _____, being the person referred to as the owner identified below, do solemnly swear that the statements made herein are strictly true and correct and made in good faith.

*Related construction costs include all work done with or concurrently with the work contemplated by the building permit including Demolition, H.V.A.C., Plumbing, Electrical, Fire Protection, Painting, Carpeting, Landscaping and Site Improvements. Furnishing and portable equipment are not part of the total construction costs, however a separate fixturing permit must be obtained prior to commencement of such work.

Signature of Owner

Commonwealth of Massachusetts

_____ S. S. _____ 20____

Then personally appeared the above named _____
and made oath that above statement is true.

Before Me,

Notary Public
My Commission Expires: _____

OFFICIAL USE

Final Cost \$ _____
Original Estimate \$ _____
Cost Difference \$ _____

Additional Fee Required \$ _____
To Amend Fee Under Permit # _____

